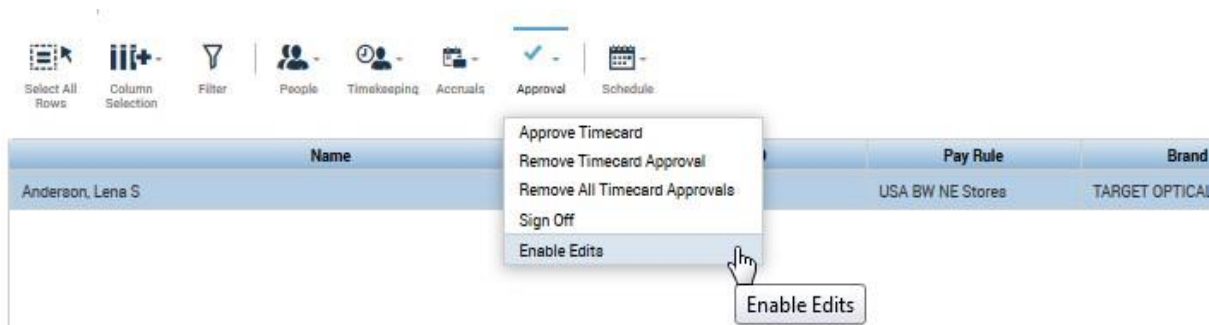


Historical Moves

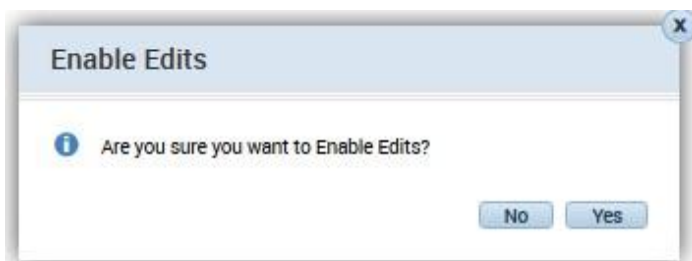
A historical move is a specific type of historical correction of a time off request. This is when you move one pay code to a different pay code. For example, when an employee enters a PTO Day but ultimately ends up working that day and the time off request was processed and paid the last pay period.

Since the PTO has already been paid out. We want to take the hours back on the next check AND also ensure the PTO hours are added back to the employee's PTO bank. ***If you just delete the PTO, the hours will deduct on the next paycheck, but they will NOT be added back to the PTO bank for future use.*** This is where processing a historical move is required. Follow the steps below to process historical moves for corrections.

- From the Quickfind Genie, you will need to manually enable edits prior to making your changes



- When the 'Enable Edits' button appears, click 'yes'.



- You may now make the historical timecard corrections. Examples are included in the following pages for reference

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Example

o Employee took 2 diversity days but ended up working on one of those days (2/3)

+ x	Sun 1/26						
+ x	Mon 1/27						
+ x	Tue 1/28						
+ x	Wed 1/29						
+ x	Thu 1/30						
+ x	Fri 1/31						
+ x	Sat 2/01						
+ x	Sun 2/02						
+ x	Mon 2/03	12:00AM		Diversity Days	8.0	8.0	8.0
+ x	Tue 2/04						8.0
+ x	Wed 2/05						8.0
+ x	Thu 2/06						8.0
+ x	Fri 2/07	12:00AM		Diversity Days	8.0	8.0	16.0
+ x	Sat 2/08						16.0
+ x	Sun 2/09						

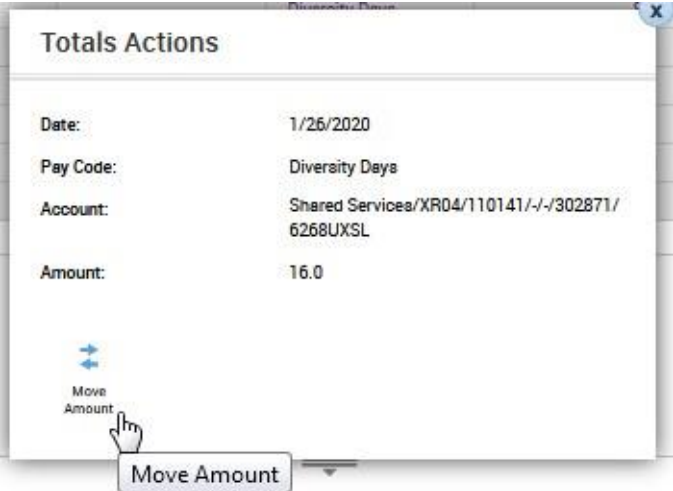
- While in the historical pay period, navigate to the tab “totals” at the bottom



- Right-click on the row that includes the pay code

Totals	Accruals	Historical Corrections	Audits		
All	All				
Location	Job	Account	Pay Code	Amount	Wages
		Shared Services/XR04/110141/-/-/302871/6268UXSL	Diversity Days	16.0	\$592.32

- This pop up will appear, click move amount



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- Change the amount to “unpaid time off”

Move Amount

From

Paycode : Diversity Days
Amount (HH.hh): 16.0
Transfer : ;Shared Services/XR04/110141/-/-302871/6268U
XSL

To

Effective Date : * 2/03/2020
Paycode : * Unpaid Time Off
Amount (HH.hh): 8
Transfer :
Comments (0) Add Comment

Cancel OK

- If the employee is hourly, the employee clocked hours and was overpaid, moving to unpaid hours will deduct the time off on the next check & add the hours back to their time off balance
- If the employee is salaried, the employee will be paid their salary regardless of historical corrections. Moving to unpaid hours will add the time off hours back to their time off balance